**TOWNSHIP OF MEDFORD**

**FINANCIAL CONSULTING SERVICES**

**SOLICITATION OF PROPOSALS THROUGH A COMBINED REQUEST FOR QUALIFICATIONS AND REQUEST FOR PROPOSALS**

The Township of Medford (“Township”) is soliciting Qualification Statements and Proposals through the fair and open process set forth in N.J.S.A. 19:44A-20.4, et seq., from interested and qualified persons and/or firms for the following professional services:

**Financial Consultant**

Sealed proposals will be received by Tara Wicker, Township Clerk, at her offices located at 49 Union St., Medford, NJ 08055 until 10:00 AM on **Friday, August 8, 2025** and at that time and place will be publicly opened and read aloud. Any proposal received after the deadline will be returned unopened to the proposer.

The Scope of Services encompassed by this Request for Proposals/ Request for Qualifications (“RFP”) generally includes the following:

* Advising the Township on borrowing for short term and long term debt;
* Performing calculations of various service charges and utilities connection fees;
* Providing input into financing arrangements for general and utility capital projects.

Detailed specifications are contained within the Financial Consultant RFP/RFQ itself.

The term of the contract shall be from August 20, 2025 through June 30, 2026.

All Proposers must comply with the requirements and standards set forth in the General Requirements for Professional Services and Financial Consultants RFP/RFQ package. Proposals not meeting these requirements will be considered nonresponsive and may be rejected.

Copies of the RFP package may be obtained only by written request to Tara Wicker, RMC, Township Clerk at 49 Union St., Medford, NJ 08055 or via email (twicker@medfordtownship.com). Proposers must present the name and mailing address of the interested party.

Proposers requesting a paper copy of the RFP package by mail shall include the proposer’s mailing charge account for processing and shipping the RFP package.

Any general questions or requests for additional information regarding this “Solicitation” should be directed to Daniel Hornickel, Township Manager, Township of Medford, at (609) 654-2608 x333 or dhornickel@medfordtownship.com. The Township will only respond to specific questions on the RFP Package, if same are received in writing on or before noon on August 6, 2025.

Proposers are required to comply with the requirements of N.J.S.A.10:5-31 et seq. and N.J.A.C. 17:27, Affirmative Action; N.J.S.A. 52:25-24.2, Disclosure of Interests, as amended and supplemented; the Americans with Disabilities Act of 1990; and the Equal Employment Opportunities provisions of the Contract. Additionally, each proposer shall submit a Certification on Non-Segregated Facilities. The award of the Contract under this RFP will be in compliance with the New Jersey Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.).

The Township of Medford reserves the right to waive any informality in or to reject any or all proposals pursuant to Local Public Contracts Law, N.J.S.A. 40A:11-13.2 as well as any other applicable law.